

JOB DESCRIPTION Early Childhood Classroom Assistant - SUBSTITUTE		
This position provides an excellent opportunity to be part of a Montessori classroom, where you will work closely with a trained Montessori teacher, and will learn “hands-on” about the Montessori Method.		
SUMMARY: This position’s responsibilities are to assist the head teacher in maintaining a safe, clean and engaging learning environment for children ages 2.5 to 6 years of age.		
HOURS: As needed between 7 am and 6 pm and during school year camps. Other periods to be assigned	CALENDAR: School Year: Monday - Friday	COMPENSATION: Hourly – dependent upon experience
DEPARTMENT/LEVEL: This position is as an assistant in our Early Childhood Program.	REPORTS TO Director of the Early Childhood	DATE: This position begins September, 2011
DUTIES: (Include, but not limited to) <ul style="list-style-type: none"> • Assist Montessori teacher in preparing and maintaining a clean and neat environment: cleaning, dusting, straightening shelves and materials; vacuuming; cleaning tables and bathrooms; filling wet works with liquids, moistening sponges, preparing snacks, loading and unloading dishwasher and washing machine and dryer • Overseeing the classroom while the teacher gives lessons: watch all the children for safety; for appropriate behavior; for working appropriately with the materials • Preparing daily snacks • Supervising lunch: including supervising the clean up routines, and cleaning up afterwards • Supervising recess: ensuring safety of the children outside; watching for appropriate behaviors • Assist in arrivals and dismissals: ensuring sign in and sign out occurs; taking child out of car and ensuring child walks into building; <i>do not</i> buckle the child into the car seat 		
EDUCATION/CERTIFICATION REQUIREMENTS: <ul style="list-style-type: none"> • High School Diploma • ECE coursework recommended. • Current CPR, First Aid, and HIV/Blood-borne pathogens certification or willingness to get trained promptly 		
SKILLS AND EXPERIENCE REQUIREMENTS: <ul style="list-style-type: none"> • Lift, move, or hold children with a range of weight from 10 to 40 pounds, frequently. (Occasionally, lift, move, or hold weight more than 40 pounds) • Demonstrate full range of motion to lift, reach, squat, climb, sit and otherwise fully participate in activities – standing, sitting, kneeling and on the floor • Previous experience in childcare • Knowledgeable enough to perform procedures independently with limited supervision 		

KEY PERFORMANCE CHARACTERISTICS

- Patient, calm, caring, flexible, and organized individual who is a careful observer
- Individual must be attentive to details, able to multi-task, and be very respectful of very young children
- Maintain confidentiality
- Work with children in a warm, patient, calm and confident manner
- Understand and execute verbal and written instruction, policies and procedures and implement them with a degree of independence
- Achieve and maintain positive relationships with students, staff and parents
- Use tact, courtesy and good judgment
- Model and monitor appropriate student behaviors and communication skills
- Demonstrate effective written and oral communication skills
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements

OFFICE AND SOFTWARE SKILLS:

- E-mail and internet proficient, and basic Word